



**STATE OF DELAWARE  
DEPARTMENT OF LABOR  
DIVISION OF EMPLOYMENT & TRAINING  
4425 NORTH MARKET STREET  
POST OFFICE BOX 9828  
WILMINGTON, DE 19809-0828**

May 16, 2011

Delaware Skills Center  
13<sup>th</sup> & Clifford Brown Walk  
Wilmington, DE 19801

Joe Potochney:

Congratulations on being awarded a WIA/Blue Collar Youth contract(s) for program year 2011. In order to write the contracts, I need the following documents for each program funded:

1. Revised Target Question #4 & 6 (using Standard Milestone Page attached)
2. Participant Planning Summary (attached)
3. Budget Summary (Including the Employee Listing, Budget Back Up Page, and Direct Benefits Page-attached)
4. Training Order (attached)
5. WIA Youth Eligibility Statement (attached-for your information only)

When completing the budget, please base the total off of the following figures:

For Youth Programs:

Funding	Enrollments	Total Budget Amount (includes Direct Benefits)
WIA	14	98,947
BC	12	81,943

Please send the requested items to [clissa.taylor@state.de.us](mailto:clissa.taylor@state.de.us) no later than Tuesday, May 31, 2011. No expenditures will be authorized without a fully executed contract.

Please contact me at 761-8075 with any additional questions you may have.

Sincerely,

Clissa Taylor



**STATE OF DELAWARE  
DEPARTMENT OF LABOR  
DIVISION OF EMPLOYMENT & TRAINING  
4425 NORTH MARKET STREET  
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WILMINGTON, DE 19809-0828**

May 16, 2011

Delaware Technical & Community College  
333 Shipley Street  
Wilmington, DE 19801

Sandra Bucay:

Congratulations on being awarded a WIA/Blue Collar Youth contract(s) for program year 2011. In order to write the contracts, I need the following documents for each program funded:

1. Revised Target Question #4 & 6 (using Standard Milestone Page attached)
2. Participant Planning Summary (attached)
3. Budget Summary (Including the Employee Listing, Budget Back Up Page, and Direct Benefits Page-attached)
4. Training Order (attached)
5. WIA Youth Eligibility Statement (attached-for your information only)

When completing the budget, please base the total off of the following figures:

For Youth Programs:

Funding	Enrollments	Total Budget Amount (includes Direct Benefits)
WIA	39	151,866
BC	32	125,769

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Clissa Taylor



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May 17, 2011

Delaware Technical Community College  
333 Shipley Street  
Wilmington, De 19802

Mr. Tommy Fisher:

Congratulations on your award for the WIA/Blue Collar Youth contract(s) for program year 2011. In order to write the contracts, the following documents must be completed and returned by May 27, 2011:

1. Revised Target Question #4
2. Question 6 (using Standard Milestone Page attached)
3. Statement of Completion (a brief statement in Microsoft Word of what a client will achieve after completion of the program)
4. Budget Summary (Including the Employee Listing, Budget Back Up Page, and Direct Benefits Page-attached)
5. Training Order-attached
6. Participant planning summary - attached

An eligibility statement is attached for your review.

When completing the budget, please base the total off of the following figures:

Funding	Enrollments	Total Budget Amount (includes Direct Benefits)
WIA	36	\$96,154
BC	30	\$79,630

Please send the requested items to [Maggie.jones@state.de.us](mailto:Maggie.jones@state.de.us) no later than Friday May 27, 2011. No expenditures will be authorized without a fully executed contract.

Please contact me at (302) 761-8128 with any additional questions you may have.

Sincerely,  
Maggie Jones



**STATE OF DELAWARE  
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4425 NORTH MARKET STREET  
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May 16, 2011

Home Builders Institute  
1201 15<sup>th</sup> St., NW  
Sixth Floor  
Washington, DC 20005

John Hattery:

Congratulations on being awarded a WIA/Blue Collar Youth contract(s) for program year 2011. In order to write the contracts, I need the following documents for each program funded:

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2. Participant Planning Summary (attached)
3. Budget Summary (Including the Employee Listing, Budget Back Up Page, and Direct Benefits Page-attached)
4. Training Order (attached)
5. WIA Youth Eligibility Statement (attached-for your information only)

When completing the budget, please base the total off of the following figures:

For Youth Programs:

Funding	Enrollments	Total Budget Amount (includes Direct Benefits)
WIA	22	115,670
BC	18	95,793

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Sincerely,

Clissa Taylor



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WILMINGTON, DE 19809-0828

May 16, 2011

Jobs for Delaware Graduates  
381 W. North Street  
Dover, DE 19904

Susanna Lee:

Congratulations on being awarded a WIA/Blue Collar Youth contract(s) for program year 2011. In order to write the contracts, I need the following documents for each program funded:

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2. Participant Planning Summary (attached)
3. Budget Summary (Including the Employee Listing, Budget Back Up Page, and Direct Benefits Page-attached)
4. Training Order (attached)
5. WIA Youth Eligibility Statement (attached-for your information only)

When completing the budget, please base the total off of the following figures:

For Youth Programs:

Funding	Enrollments	Total Budget Amount (includes Direct Benefits)
WIA	30	38,290
BC	22	31,710

Please send the requested items to [clissa.taylor@state.de.us](mailto:clissa.taylor@state.de.us) no later than Tuesday, May 31, 2011. No expenditures will be authorized without a fully executed contract.

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Sincerely,

Clissa Taylor



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May 17, 2011

Job for Delaware Graduates  
381 W. North Street  
Dover, De 19904

Dr. Susana Lee:

Congratulations on your award for the WIA/Blue Collar Youth contract(s) for program year 2011. In order to write the contracts, the following documents must be completed and returned by May 27, 2011:

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3. Statement of Completion (a brief statement in Microsoft Word of what a client will achieve after completion of the program)
4. Budget Summary (Including the Employee Listing, Budget Back Up Page, and Direct Benefits Page-attached)
5. Participant planning summary - attached

An eligibility statement is attached for your review.

When completing the budget, please base the total off of the following figures:

Funding	Enrollments	Total Budget Amount (includes Direct Benefits)
WIA	19 – Carry ins only	\$38,290
BC	18 – Carry ins only	\$31,710

Please send the requested items to [Maggie.jones@state.de.us](mailto:Maggie.jones@state.de.us) no later than Friday May 27, 2011. No expenditures will be authorized without a fully executed contract.

Please contact me at (302) 761-8128 with any additional questions you may have.

Sincerely,  
Maggie Jones



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May 17, 2011

Job for Delaware Graduates  
381 W. North Street  
Dover, De 19904

Dr. Susana Lee:

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2. Question 6 (using Standard Milestone Page attached)
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4. Budget Summary (Including the Employee Listing, Budget Back Up Page, and Direct Benefits Page-attached)
5. Participant planning summary - attached

An eligibility statement is attached for your review.

When completing the budget, please base the total off of the following figures:

Funding	Enrollments	Total Budget Amount (includes Direct Benefits)
WIA	369	\$636,627
BC	305	\$527,225

Please send the requested items to [Maggie.jones@state.de.us](mailto:Maggie.jones@state.de.us) no later than Friday May 27, 2011. No expenditures will be authorized without a fully executed contract.

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Sincerely,  
Maggie Jones



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May 17, 2011

Pathways to Success  
3301 Green Street  
Claymont, De 19703

Priscilla Turgon:

Congratulations on your award for the WIA/Blue Collar Youth contract(s) for program year 2011. In order to write the contracts, the following documents must be completed and returned by May 27, 2011:

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3. Statement of Completion (a brief statement in Microsoft Word of what a client will achieve after completion of the program)
4. Budget Summary (Including the Employee Listing, Budget Back Up Page, and Direct Benefits Page-attached)
5. Training Order-attached
6. Participant planning summary - attached

An eligibility statement is attached for your review.

When completing the budget, please base the total off of the following figures:

Funding	Enrollments	Total Budget Amount (includes Direct Benefits)
WIA	16	\$75,814
BC	13	\$62,785

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Sincerely,  
Maggie Jones





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May 16, 2011

The Challenge Program  
1124 E 7<sup>th</sup> Street  
Wilmington, DE 19802

Andrew McKnight:

Congratulations on being awarded a WIA/Blue Collar Youth contract(s) for program year 2011. In order to write the contracts, I need the following documents for each program funded:

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3. Budget Summary (Including the Employee Listing, Budget Back Up Page, and Direct Benefits Page-attached)
4. Training Order (attached)
5. WIA Youth Eligibility Statement (attached-for your information only)

When completing the budget, please base the total off of the following figures:

For Youth Programs:

Funding	Enrollments	Total Budget Amount (includes Direct Benefits)
WIA	20	162,459
BC	17	134,541

Please send the requested items to [clissa.taylor@state.de.us](mailto:clissa.taylor@state.de.us) no later than Tuesday, May 31, 2011. No expenditures will be authorized without a fully executed contract.

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Sincerely,

Clissa Taylor



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May 16, 2011

The Elizabeth House  
5143 West Woodmill Drive  
Wilmington, DE 19808

Maurice Butler:

Congratulations on being awarded a WIA/Blue Collar Youth contract(s) for program year 2011. In order to write the contracts, I need the following documents for each program funded:

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4. Training Order (attached)
5. WIA Youth Eligibility Statement (attached-for your information only)

When completing the budget, please base the total off of the following figures:

For Youth Programs:

Funding	Enrollments	Total Budget Amount (includes Direct Benefits)
WIA	14	58,330
BC	11	48,307

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May 16, 2011

Westend Neighborhood House  
710 North Lincoln Street  
Wilmington, DE 19805

Kenyetta McCurdy-Byrd:

Congratulations on being awarded a WIA/Blue Collar Youth contract(s) for program year 2011. In order to write the contracts, I need the following documents for each program funded:

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2. Participant Planning Summary (attached)
3. Budget Summary (Including the Employee Listing, Budget Back Up Page, and Direct Benefits Page-attached)
4. Training Order (attached)
5. WIA Youth Eligibility Statement (attached-for your information only)

When completing the budget, please base the total off of the following figures:

For Youth Programs:

Funding	Enrollments	Total Budget Amount (includes Direct Benefits)
WIA	42	144,433
BC	35	119,612

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Clissa Taylor